

# INFORMATION BULLETIN

## WELFARE-TO-WORK

Number: WB00-14

Date: March 9, 2000  
Expiration Date: 12/31/00  
69:133:cg:3556

TO: SERVICE DELIVERY AREA ADMINISTRATORS  
PRIVATE INDUSTRY COUNCIL CHAIRPERSONS  
WELFARE-TO-WORK 15 PERCENT SUBGRANTEES  
DOL WELFARE-TO-WORK 25 PERCENT SUBGRANTEES  
COUNTY WELFARE DIRECTORS  
CALIFORNIA DEPARTMENT OF SOCIAL SERVICES STAFF  
EDD EXECUTIVE STAFF  
WID STAFF

SUBJECT: QUARTERLY REPORTING REQUIREMENTS FOR PERIOD ENDING  
MARCH 31, 2000

The purpose of this information bulletin is to provide the Welfare-to-Work (WtW) reporting deadline for the quarterly Summary of Expenditures reports and the monthly Interim Participant Reports for all allocated WtW funds.

All WtW reports for the period ending March 31, 2000, are due to the Workforce Investment Division (WID) no later than April 20, 2000, and must be submitted in accordance with Department of Labor (DOL) Training and Employment Guidance Letter (TEGL) 11-97, Change 1. The Summary of Expenditures reports must be submitted for all program years. Please refer to WtW Directive WD99-10, dated October 21, 1999, prior to completing the Summary of Expenditures report.

Please report expenditures by year of allocation and grant code (i.e., 800, 801, 815) on separate Summary of Expenditures reports. To better assist the quarterly expenditure reporting process, WID has provided a list, indicating year of allocation (YOA) and grant code, for the federal fiscal year when funds were released by the DOL.

Since the 1998/1999 federal fiscal year funds were released on July 16, 1999, and because July 16, 1999, is in the current 1999/2000 State fiscal year, **YOA 99** is to be used for local reporting purposes. The chart below identifies the information to be entered on the Enter Summary of Expenditures (ESER) screen of the Job Training Automation (JTA) system.

YOA	Grant Code
97	800
99	801
97 and 99	815 (SALT)
99	807

To report State-Approved Local Training (SALT) expenditures, enter the entire SALT expenditures on the *Total Administration* line (Section III, Item 2). Then, enter the *Total Administration* amount on the *Total WtW Expenditures* line (Section III, Item 4) of the report. Finally, enter the breakout of the *Total WtW Expenditures* and appropriately categorize this amount among the *Total Required Beneficiaries* and *Total Other Eligibles* line (Section III, Items 4a and 4b). The SALT administration expenditures are not calculated toward the local-level administration limit of 13 percent.

If you have any questions, contact Leah Pears of the Financial Management Unit, at (916) 654-8295 for quarterly expenditure reporting, and Ed Flores of the Data Analysis Unit, at (916) 654-8285 for monthly participant reporting.

/S/ BILL BURKE  
Chief